



# JOB PLACEMENT PROJECT MANAGEMENT CHECKLIST

Context: You are in your last months of the grant and you have work to do to complete the grant requirements. With the limited time remaining, take the steps necessary to reorient your job placement efforts.

## STEP #1: FOCUS ON THE GOALS

- ✓ Focus on job placement match goals that meet your local needs. It is “Job One!!!”

## STEP #2: BUILD A CHECKLIST

- ✓ Use this project management checklist as a starting point to ensure every step taken leads to success.

## STEP #3: EXPAND THE JOB PLACEMENT TEAM

- ✓ Identify the right individuals who will focus on job placement as a high priority; they are the job placement team.
- ✓ Identify specific roles and responsibilities for each person on the team.
- ✓ Identify a team leader who will coordinate all tasks of the team.

## STEP #4: DEVELOP TASKS

- ✓ Assign tasks to each person with timeframes for each activity.
- ✓ Schedule regular and frequent meetings.
- ✓ Create internal performance measures for job placement and follow-up services that are tied to the project’s objectives.
- ✓ Provide written performance updates each month.
- ✓ Track and map performance.

## STEP #5: CONNECT WITH BUSINESSES AND EMPLOYERS

- ✓ Identify the businesses/employers that are aligned as much as possible with the curriculum/certification in areas students are graduating.
- ✓ Contact each employer which you have a relationship. This is your “A” list.
- ✓ Develop a “B” list of employers through research including Chambers of Commerce, Economic Development Organizations, and Trade Associations.
- ✓ Then develop a plan to contact both the “A and B” list to inform them of the project and to gain a commitment to review your graduates’ skills and resumes.
- ✓ Ask the employers to hire your graduates.

### THEN:

- ✓ Prominently display progress toward goals such as posting on a wall in the team location.
- ✓ Chart the progress towards the placement goal.
- ✓ Track placements on a map to compare employer and placement locations.

## STEP #6: JOB PLACEMENT

- ✓ Connect pending graduates with the employers/businesses *before* they graduate.
- ✓ If the students have graduated, connect with employers and businesses in organized events such as job fairs, engage students in concentrated and accelerated job search, partake in available community resources including American Job Centers, and utilize social media such as Linked In.